



CITY OF ATLANTA

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DEPARTMENT OF PROCUREMENT
Adam L. Smith, Esq., CPPO, CPPB
Chief Procurement Officer
asmith@atlantaga.gov

June 1, 2012

Dear Potential Proponents:

Re: FC-5966, Business License, Revenue Taxation, and Cashiering Software

Attached is one (1) copy of **Addendum Number 1**, hereby made a part of the above-referenced project.

For additional information, please contact Mr. Wendell Bryant, Contracting Officer, at (404) 330-6127 or by email at wambryant@atlantaga.gov.

Sincerely,



Adam L. Smith

ALS/wamb

cc: Mr. Gary Donaldson

ADDENDUM NO. 1

This Addendum No. 1 forms a part of the Request for Proposals and modifies the original solicitation package and any prior Addenda as noted below and is issued to incorporate the following:

1. **PROPOSAL DUE DATE:** Thursday, June 14, 2012 and
2. Questions and answers.

Addendum No. 1 for **FC-5966, Business License, Revenue Taxation, and Cashiering Software**, is available for pick-up in the Plan Room: City Hall, 55 Trinity Avenue, Suite 1900.

Proposals are due on Thursday, June 14, 2012, and should be time stamped in no later than 1:59 p.m. and delivered to the address listed below:

Adam L. Smith, Esq., CPPO, CPPB
Chief Procurement Officer
Department of Procurement
55 Trinity Avenue, S. W.
City Hall South, Suite 1900
Atlanta, Georgia 30303

****All other pertinent information is to remain unchanged****

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Acknowledgment of Addendum No. 1

Proponents must sign below and return this form with proposals to the Department of Procurement, 55 Trinity Avenue, City Hall South, Suite 1900, Atlanta, Georgia 30303 as acknowledgment of receipt of this Addendum.

This is to acknowledge receipt of **FC-5966, Business License, Revenue Taxation, and Cashiering Software** on this the _____ day of _____, 2012.

Legal Company Name of Proponent

Signature of Authorized Representative

Printed Name

Title

Date

FC-5966 Questions & Answers

1. Section 7.2: We have seen negotiations take more than 15 days through no fault of the proposer. If part or more of the fifteen days mentioned in this paragraph are subject to City control, what is there to protect the vendor from being subject to these liquidated damages?

Answer: The City will consider extending the fifteen (15) days based on the conditions of the awardee to sign the Contract.

2. We are a private company and are only willing to share our financial information if we are the selected vendor. We are willing to provide bank statements of cash on hand. Should we bother to submit a response (i.e. would such a proposal be considered)?

Answer: Whether to submit a response is a business decision that only the business entity can make. The City of Atlanta, to the extent permissible by law will not release the financial information of proponents. If the request becomes the subject of litigation and the financial information is a part of the litigation, then we will comply with the law. The information will not be released without notice to a proponent – giving the proponent a chance to file any objections.

3. Section 3.2: How many cash registers do you require? (locations payments are accepted, receipts printed, etc)

Answer: 3

4. Section 3.9, A-5: Do you request 30 or 100 concurrent users?

Answer: 30

5. Do you have an inside team that pursues collections independently of licensing functions?

Answer: Yes.

6. Do you need to evaluate inside staff collection efforts?

Answer: No.

7. Do you use an outside collections service?

Answer: Yes.

8. Do you already have IVR equipment in place?

Answer: Yes hardware equipment is available.

9. Would an API make sense for integration with your existing software/hardware?

Answer: No.

10. Section 7.0, A-3: Could you please describe in depth the integration with Accela that you desire.

Answer: Zoning approvals and denials are administered in Accela and this is a manual process between the Zoning Office and Revenue Office. The City seeks to automate the Zoning approvals and denial process through Accela and the new tax software system.

11. Could we receive the RFP in word format?

Answer: No, the City does not release its Word documents.

12. Which weeks will presentations be held?

Answer: Proponents will be notified in a timely manner of oral interviews/on-site demonstrations.

13. Are financial statements of the subcontractors required to be submitted as part of the response as well e.g. from the SBE?

Answer: No

14. In regards to the Bonding requirements listed on Forms 4 and 5; if vendors are not able to comply with them as stated and propose alternative language, will their bids still be accepted?

Answer: Proponents must be bondable and insurable with the specifications of appendix B.

15. With regard to the requirement to purchase a performance bond, rather than supplying a performance bond, would it be acceptable that the security be in the form of a letter of credit from a third-party financial institution?

Answer: It can be a letter of credit, but it must be an irrevocable letter of credit for the duration of the project.

16. If the City is already a current customer and a vendor has proven to be a long term successful partner with the City; will the City consider waiving the performance bond requirement for vendors that have a successful record with the City?

Answer: No

17. Does the SBE goal for this project represent 35% of the total work hours to implement the solution? Or does the 35% goal represent the percentage of the total proposed dollar cost of all licensing, maintenance, and services costs?

Answer: All proponents must document all good faith non-discriminatory outreach efforts to subcontract at least 35% of the total dollar value of the contract (as proposed by the proponent) over the life of the contract to City of Atlanta Certified Small Business Enterprises (SBEs). SBE subcontractors should be engaged in such a manner that the scopes of work that they perform and are paid for in the execution of the contract represent 35% of the total dollars that the Prime contractor receives over the life of the contract.

18. If vendors already have a preferred SBE they would like to work with on this project, are outreach efforts still required to be documented?

Answer: Yes

19. Our company has embraced a green plan that includes reducing paper usage whenever possible. Can vendors submit proposals that are single spaced rather than double spaced in order to reduce the amount of paper required?

Answer: No

20. Section "9.0 SOLID WASTE SCOPE OF SERVICES" and "10.0 LIEN MANAGEMENT SYSTEM" of Exhibit A-2 don't have an answer column for a Y/N answer. How should vendors format their response to these sections?

Answer: Yes, please indicate in the same Yes/No format.

21. Is section "11.0 FORMAL ON-SITE PRESENTATION REQUIREMENTS" within Exhibit A-2 to be completed and submitted with vendor proposals, or are those requirements simply informational and will be utilized by the evaluation committee during the demonstration to mark yes or no?

Answer: Yes, please complete in Yes/No format as part of RFP submittal.

22. Part 2, Item 3.1.2.2-4 specifies that the Illegal Immigration Reform and Enforcement Act Form should be placed within Volume 1, not Volume 2. Under which tabbed section should this form be placed?

Answer: Please tab and place behind Forms 1-8 in Volume II.

23. There are items within "Exhibit A – Scope of Services" that require vendor responses; for example, the directions presented within section "1.4 Proponent Information Proponent must include the following information in responding to this RFP in the following order. Please indicate each section with table of content and tab:" however, the format instructions within "Part 2; Contents of Proposals/Required Submittals" don't specifically state where to place the responses to those questions within Exhibit A in either the Informational Proposal (Volume 1) or the Required Forms (Volume 2) proposal. Is there to be a third volume with separate tabs included in the response? Please clarify which items within Exhibit A require responses and where they should be placed within the response.

Answer: All information that is requested in Exhibit A (Scope of Services) should be included in Volume I.

24. Due to the complexity of the RFP response and the need to re-create forms, will the City consider granting vendors a two week extension?

Answer: The new proposal due date will be Thursday, June 14, 2012.

25. There is not much time between the release date of the RFP, due date of questions, City response, and the due date of the Proposal for the City to receive quality proposals from quality vendors. Would the City extend the Proposal due date by 2 to 3 weeks?

Answer: The new proposal due date will be Thursday, June 14, 2012.

26. Is the Pre-Proposal Conference on Tuesday, May 22, 2012 at 10:00am mandatory? Is there an option for a conference call for this Pre-Proposal Conference? If so, could you please provide the conference call details?

Answer: No

27. A SBE contract goal of 35% has been established for this project. Is the 35% what the City is looking for as a requirement rather than goal/objective or could that percentage be further established during the contract stage with the selected vendor?

Answer: All proponents must document all good faith non-discriminatory outreach efforts to subcontract at least 35% of the total dollar value of the contract (as proposed by the proponent) over the life of the contract to City of Atlanta Certified Small Business Enterprises (SBEs). The participation plan that the proponent intend to use to achieve the 35% participation must be submitted on SBE form 3 at the time of bid submission and may not delayed to be established after contract award.

28. If 35% is required, we believe such SBE requirement for an implementation of this nature is quite high since the SBE would require extensive training, quality assurance and support services. In order to maintain costs and minimize project risks, would the City consider one of the following SBE options:

- a. Reduce the SBE participation to 5% or 10% OR
- b. Directly assign tasks to the SBE as part of the project (All Reports, Configuration, End User Training, etc.) where the vendor would provide Train-The-Trainer approach.

Answer: All proponents must document all good faith non-discriminatory outreach efforts to subcontract at least 35% of the total dollar value of the contract (as proposed by the proponent) over the life of the contract to City of Atlanta Certified Small Business Enterprises (SBEs). The Office of Contract Compliance (OCC) will evaluate the substance of each proponent's efforts to reach the goal and determine whether the documented efforts are responsive to the requirement. It is expected that proponents, rather than the City, will determine which scopes of work they will assign to their certified SBE sub contractors.

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29. Can a vendor propose an SBE firm in their RFP response but contract with another firm based on further review or information gathered during the procurement process?

Answer: No. It is expected that Prime Proponents perform the necessary due diligence to amass a team capable to perform the tasks associated with the contract and represent that team in their bid response. Efforts to replace a sub consultant that was previously submitted on a project plan will only be entertained by OCC if the contract awardee can demonstrate that the sub consultants' capabilities were misrepresented, or it is proven that the sub is otherwise unable to perform as previously indicated to the City.

30. Under Exhibit A – Scope of Services, Item 1.4 Proponent Information, page 3, first paragraph it states, "Must be available the week of February 27 – March 2 for presentation." If this date range is not correct, could the City please provide a revised date range?

Answer: Proponents will be contacted in a timely manner for the scheduling of oral interviews/product demonstrations.

31. Under Exhibit A (Scope of Services) page 8, item 3.9 System Requirements, "The proposed software configuration should include the costs to support one (1) centrally located network server and one hundred (30) concurrent users." Could you please confirm the concurrent user count is one hundred thirty (130)?

Answer: The correct count is 30.

32. Where can vendors incorporate into their response any exceptions to contractual requirements?

Answer: The City does not accept conditional proposals, but if proponents have points that they would like to discuss during oral interviews/demonstrations (should they make it to that stage) these should be included under a separate tab labeled "Exceptions" at the back of Volume I.